
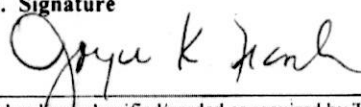


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION WASHINGTON DC		2. POSITION NUMBER 1030114-001	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Flysheet for Misc. Admin + Prog series, 605-0301 (01/79) + AAGEG (08/90)					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation CONGRESSIONAL LIAISON SPECIALIST		GS	0301	14	001
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE MATTHEW KLASSEN		
7. ORGANIZATION (Give complete organizational breakdown)			* WATER, PESTICIDES & TOXICS STAFF		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. OFFICE OF THE ADMINISTRATOR			g.		
c. OFFICE OF CONGRESSIONAL & INTERGOVERNMENTAL RELATIONS			h. Employing Office Location WASHINGTON DC		
d. OFFICE OF CONGRESSIONAL AFFAIRS			i. Organization Code A0FBB000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor CHRISTINA MOODY, SUPERVISOR, APPROPRIATIONS AND CROSS CUTTING STAFF, OCA, OCIR			d. Typed Name and Title of Second-Level Supervisor JOYCE FRANK, PRINCIPAL DEPUTY ASSOCIATE ADMINISTRATOR, OCIR		
b. Signature 		c. Date 2/26/15	e. Signature 		f. Date 4/2/15
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 14					
b. PSB Risk Designation (b) (6)		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive see remarks		f. Functional Classification Code N/A	
g. Bargaining Unit Code 1043		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input checked="" type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 6/4/15	
11. REMARKS 6513 = statement of difference FLSA (Exempt-Administrative at GS-13 and GS-14) 03/02/16-NOTE...PD was originally classified for the Appropriations & Cross Cutting Staff, however, PD was used for several staff offices within the Office of Congressional & Intergovernmental Relations due to identical Congressional Liaison duties. MIB.					

STATEMENT OF DIFFERENCE GS-13
(two-grade interval series)

This is a statement of differences to the full performance position identified on the cover sheet. The incumbent of this position will function at the GS-13 level until all legal, regulatory and administrative requirements which permit assigning the GS-14 performance level duties are met. Promotion to the GS-14 level is neither mandatory or automatic upon completion of these requirements. Management retains the right to determine when the incumbent is qualified for the next higher grade. All duties and responsibilities the referenced PD are assigned to the incumbent of this position with the following amendments:

The incumbent will work under the direction of the supervisor who broadly outlines the purpose of the work and possible complex problems involved. Incumbent is responsible for independently developing approaches and solutions to problems encountered. The supervisor is available in situations involving controversial or policy questions. Work is usually carried to completion independently; the technical correctness of calculations, analysis, and techniques are normally accepted. Applies judgment in adapting standard guidelines and in applying analysis practices to new situations and problem areas.

CONGRESSIONAL LIAISON SPECIALIST
GS-301-14

I. INTRODUCTION

This position is located in the Office of Congressional and Intergovernmental Relations (OCIR), Office of Congressional Affairs, within the Office of the Administrator. The incumbent works under the general supervision of the Deputy Associate Administrator for Congressional Affairs, who provides broad general instructions and guidance concerning Agency policy and program positions and objectives. The incumbent's day-to-day work is managed by the Team Leader, who makes team assignments and organizes and tracks the team's work products. The incumbent works with minimal supervision and is provided latitude to exercise independent judgment in performing assigned duties, but is expected to consult with the Team Leader in selecting the most effective approach or means of accomplishing assignments. Work is subject to review for adequacy and compliance with Agency and/or office policies.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as a specialist in Congressional Affairs and is assigned to one or more Agency program areas. The incumbent works continuously to stay current and/or improve upon their subject knowledge by building strong working relationships with both Congressional and Agency program staffs. These relationships are critical to the incumbent's ability to maintain an up-to-the-minute awareness of any plans, policies and/or changes in position on major program objectives or issues underway in their assigned area(s). The incumbent must be able to relate their subject expertise with the associated policy directions and interests of the Administrator of the Environmental Protection Agency and his/her senior managers and provide advice and/or perspective to the Associate Administrator, OCIR, through the Deputy Associate Administrator for Congressional Affairs. Knowledge of federal laws, Agency regulations and guidelines pertaining to TSCA, FIFRA, FQPA, EPCRA, CAA, Superfund, CWA, SDWA.

2. The incumbent, as an ongoing activity, considers the policy and operational needs of assigned program area(s) and the interests of the Administrator, and compares them with current or potential legislative activities pending in Congressional Committees or with Members of Congress, and alerts the Team Leader and Supervisor of any potential Agency policy opportunities or conflicts. Analyzes Congressional perspectives regarding specific Agency programs or policies and provides options and any recommended course of action or modification of approach necessary for advancing the Agency's interests.

3. Works closely with Congressional staff contacts to stay current with the Congressional hearings agenda and keeps the Team Leader and Supervisor informed about potential activities of significance to the Agency's programs. When EPA is to participate in a Congressional hearing involving the incumbent's program/subject responsibility, the incumbent informs the Team Leader and Supervisor about any issues of concern or significance that could surface during the hearing; consults with the lead program office in developing an internal work plan

that includes internal and external deadlines for preparing the written witness statement, clearing the statement through the Office of Management and Budget (OMB) and ensures preparation of the hearing briefing books. The incumbent attends the hearing and afterwards completes a summary of the hearing, initiates follow-up activities on Agency commitments and works with the lead program office to ensure their timely response in completing any questions submitted by the Committee during or after the hearing.

4. Reviews and comments on draft legislation and testimony pertinent to assigned program responsibility(ies) and provides options and/or suggestions toward resolution of conflicting internal positions. Similarly, serves as staff lead in clearing any materials which pertain to their program responsibility(ies) requiring OMB clearance, in accordance with OMB's Circular A-19.

5. Congressional Affairs specialists represent OCIR with their assigned program offices to ensure that program offices meet OCIR's deadlines in submitting draft responses to incoming Congressional correspondence. Along with all Congressional Affairs staff, coordinates, tracks and reviews program office draft responses to Congressional correspondence; negotiates policy options and alternatives as necessary to facilitate resolution of any problems or concerns raised in the incoming correspondence and, finally, the Specialist ensures that response drafts address all issues raised in the original correspondence and that they meet the Agency's high standard of quality necessary for corresponding with Members of Congress. Specialists similarly are required meet internal OCIR deadlines to ensure rapid completion of program office draft responses requiring re-writes and/or any other less intensive editing.

6. Keeps well-informed about all activities ongoing within the (Program) Team, and provides any necessary assistance or back-up to team colleagues. May be assigned to handle one or more special projects related to the legislative process, as determined by the Deputy Associate Administrator, Office of Congressional Affairs.

7. Performs other duties as assigned based upon the needs of the office.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Level 1-8 1550 pts

The incumbent of this position has an expert knowledge of EPA's program goals and objectives, its regulatory development and management procedures, the sequence and timing of key program events and milestones, and program accomplishments. The incumbent has also mastered an in-depth understanding of the U.S. Congress, its procedures, politics and relevant committees. The position also requires an in-depth understanding of Agency administrative procedures and regulations and applicable regulations concerning Executive/Legislative Branch relations. This position requires expert knowledge of programmatic goals, interrelationships among EPA programs, and especially, EPA programmatic relations with the U.S. Congress. The incumbent of this position is able to identify proposed solutions, and accomplish the objectives

to Congressional problems which are characterized by their breadth, importance, and severity. Incumbent has extensive skill in planning, organizing and negotiating effectively with EPA management and Congressional staff to accept and implement recommendations, where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with Congressional or Agency desires. Knowledge of federal laws, Agency regulations and guidelines pertaining to TSCA, FIFRA, FQPA, EPCRA, CAA, Superfund, CWA, SDWA.

FACTOR 2. SUPERVISORY CONTROLS

Level 2-5 650 pts.

The employee in this position is delegated complete responsibility and authority to plan, schedule, and carry out major projects, and is responsible for determining best approach and methodology to achieve goals and resolve conflicts, and involves the supervisor only in crisis situations. Supervisor provides guidance primarily in the form of general policy directives and staff, time, and budget constraints. Findings and recommendations are accepted without significant change. The employee is the principal advisor to and collaborates with the supervisor on technical aspects of legislative evaluation, technical assistance to Congress, and recommendations for Agency initiatives. The employee keeps the supervisor informed of progress but recommendations and decisions of the employee are generally accepted as technically sound even though final approval may depend upon formal action of the employee's superiors. Completed work and recommendations are reviewed only by the Deputy Associate Administrator or Associate Administrator, and are generally reviewed for compatibility with broad Agency policy objectives and for assurance that broad technical objectives are fulfilled.

FACTOR 3. GUIDELINES

Level 3-5 650 pts

Guidelines are broadly stated Agency regulations, Administration policy statements concerning the issue or problem being studied and may include reference to pertinent legislative history, state and local laws, and policy initiatives of the Agency and Administration. The incumbent exercises considerable judgment in interpreting and adapting guides that exists and in developing approaches or concepts not previously used.

FACTOR 4. COMPLEXITY

Level 4-5 325 pts.

Assignments are very complex, possibly controversial, and involve distilling national objectives and priorities into the Congressional legislative review processes. The work requires originating new techniques, establishing criteria, or developing new information. The work involves qualitative, and occasionally quantitative, policy and technical analyses of programs, procedures and management issues regarding proposed regulations and testimonies. Activities are complicated by changes in procedures and priorities by the program offices and by Congressional activities.

FACTOR 5, SCOPE AND EFFECT**Level 5-5 325 pts**

The incumbent exercises oversight and working with team members facilitates communication between Congress and the Agency. The incumbent's actions ensure consistency with applicable regulatory and management policies and procedures, and Congressional requirements on major aspects of Congressional legislation. The purpose of the work is to assess the effectiveness and efficiency of the Congressional review process. The incumbent also analyzes technical and policy developments in assigned issues areas and relates them to Congressional legislation, regulations, and a variety of political situations affecting the Agency. The incumbent's work contributes to improving the productivity, effectiveness, and efficiency of the Agency's relations with Congress, as well as other Executive Branch offices.

**FACTOR 6 and 7 PERSONAL CONTACTS
and PURPOSE OF CONTACTS****Level 3-d 280 pts**

Personal contacts are with senior Agency managers and political appointees, key officials and professionals of other Federal agencies, other Agency headquarters and Regional senior officials, senior officials at the White House and at OMB, Members of the U.S. Congress and their staff, and relevant Congressional Committee staff. Incumbent represents the Agency during inter-agency coordination and review of policy positions, and technical assistance for proposed legislation. The incumbent must possess strong verbal communication skills and be able to articulate complex topics in the form of written memoranda and other communications tools. The purpose of the contacts is to gather policy and technical information related to legislative formulation and development, coordinating work efforts and schedules, and resolving problems to assist Congress.

FACTOR 8. PHYSICAL DEMANDS**Level 8-1 5pts**

The work is sedentary, usually accomplished while comfortably seated at a desk or table. Some walking and travel to meetings away from the work site is performed. Light objects such as briefcases, notebooks, work papers and data printouts are typically carried. No special physical effort is required to perform the work.

FACTOR 9. WORK ENVIRONMENT**Level 9-1 5pts**

Work environment consists of an office setting which includes the usual array of risks and discomforts normally found in offices, conference rooms, libraries and similar settings in public buildings. Work is usually performed in an office environment that is adequately lighted, heated and ventilated, with some travel to attend meetings.

TOTAL 3790 pts